

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE S		PAGE OF PAGES 1 31	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 23-Jun-2016		4. REQUISITION/PURCHASE REQ. NO. J3ON16243		5. PROJECT NO.(If applicable)	
6. ISSUED BY DEFENSE THREAT REDUCTION AGENCY/J4C 8725 JOHN J. KINGMAN ROAD, MSC 6201 FORT BELVOIR VA 22060-6201		CODE HDTRA1		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. HDTRA1-16-R-0011	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) 17-Jun-2016	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this Amendment is to clarify the page count in Table 1.2 Proposal Organization for Subfactors B-C, Execution Plan. The page requirement for Subfactors B-C are as follows: Execution Plan - "When combined, the execution plans are not to exceed 75 pages for Subfactor B and C".							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 23-Jun-2016	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

L.1.0 GENERAL INSTRUCTIONS**Section L - Instructions, Conditions and Notices to Offerors**INSTRUCTIONS TO OFFERORS**SECTION L****INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS**

CLAUSES INCORPORATED BY REFERENCE

52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.215-20 ALT IV	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data	OCT 2010
52.219-24	Small Disadvantaged Business Participation Program--Targets	OCT 2000
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993
52.237-10	Identification of Uncompensated Overtime	OCT 1997
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JUN 1995

CLAUSES INCORPORATED BY FULL TEXT

FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://farsite.hill.af.mil>

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of Cost-Plus-Fixed Fee contract resulting from this solicitation. (End of clause)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:

Defense Threat Reduction Agency
Attn: J4CO/Timothy Lower
8725 John J. Kingman Rd. Stop 6201
Fort Belvoir, VA 22060-6201

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

252.204-9000 NOTICE TO POTENTIAL OFFERORS – OFFICIAL DTRA ADDRESSES IN THE NATIONAL CAPITAL REGION (NCR) (DEC 2007)

1. Offerors are responsible for submitting proposals and any proposal modifications/revisions to the designated office by the date and time specified in the solicitation. For the purposes of this clause, the “designated office” is the office appearing in the attention line of the mailing addresses in paragraph 2 below. Proposals received after this exact time will NOT be considered unless it meets one of the exceptions stated in Federal Acquisitions Regulation (FAR) 52.215-1(c)(3).

2. DTRA has two official mailing addresses in the NCR. Due to heightened security measures, hand-carried proposals cannot be accepted; therefore, Offerors are to select one address below based on the method of mailing.

a. The official United States Postal Service (USPS) mailing address for DTRA:

Defense Threat Reduction Agency
Attn: DTRA J4CO / Mr Timothy H. Lower
8725 John J. Kingman Rd. Mail Stop 6201
Fort Belvoir VA 22060-6201

b. DTRA cannot accept packages delivered via commercial express and ground carrier to any address other than the one listed below. For all incoming packages to DTRA activities in the Washington DC area (this includes packages sent via Federal Express, DHL, UPS and other commercial carriers), use the following address:

Defense Threat Reduction Agency
Attn: DTRA J4CO / Mr Timothy H. Lower
6200 Meade Road

Fort Belvoir VA 22060-5264

Note: This address shall also be used in all contracts for delivery of supplies/materials.

3. If mailing via USPS, Offerors are cautioned to allow 1-2 days for processing and delivery of all proposal information to the designated office **after** it has been received at the DTRA mailroom. This mail processing delay is unavoidable, so Offerors are encouraged to carefully select the mailing method to ensure timely receipt of proposals.

Note: Due to heightened security measures, hand carried proposals will not be accepted

4. Relevant Present and Past Performance Questionnaires may be sent via email to the address listed in Paragraph L1.1.1. This is the only Proposal information that is authorized to be received via email.

252.215-9013 QUESTIONS CONCERNING THIS SOLICITATION (OCT 1998)

Any and all questions concerning this RFP, including technical questions, shall be submitted in writing to the Contracting Officer (CO), Mr. Timothy H. Lower, at

dtra.belvoir.j10.mbx.professionalservicesupport@mail.mil . All DTRA technical personnel have been strictly prohibited from discussing this requirement with any contractor personnel.

NOTE: All questions shall be submitted no later than **30 June 2016 by Midnight EST.**

252.230-9000 SUBMITTAL OF COST ACCOUNTING STANDARDS BOARD COST-OF-MONEY (COM) FACTORS COMPUTATION (CASB-CMF) (OCT 1998)

Pursuant to DFARS 230.70, unless otherwise exempted, you are required to submit a current and complete CASB-CMF form with the cost portion of your proposal in accordance with paragraphs 414.40 and 414.50 of Cost Accounting Standard 414, Cost of Money as an Element of the Cost of Facilities Capital. NOTE: This requirement applies to all negotiated contracts regardless of Cost Accounting Standard coverage. If your offer does not claim cost of money, it should so state, and submission of the CASB-CMF form is unnecessary. If your offer is successful, the definitive contract, SECTION H, will include a clause disallowing COM for performance under that contract.

(End of Provision)

L.1.0 GENERAL INSTRUCTIONS

L.1.1 GENERAL INFORMATION

L.1.1.1 Point of Contact

Address all questions or concerns via e-mail at:

dtra.belvoir.j10.mbx.professionalservicesupport@mail.mil . Questions must be submitted in writing not later than **30 June 2016 by Midnight EST**. Responses will be posted in FEDBIZOPPS (www.fbo.gov). The points of contact for this acquisition are listed below.

The Contract Specialist for this acquisition is: Ms Sara J. Toni

The Contracting Officer for this acquisition is: Mr. Timothy H. Lower

L.1.1.2 Debriefings

L.1.1.2.1 Preaward Debriefings. Offerors excluded from the competitive range or otherwise excluded from the competition before award may request a debriefing. Offerors may request a pre-award debriefing by submitting a written request to the CO for debriefing within three (3) calendar days after receipt of the notice of exclusion from the competition. The Government shall make every effort to debrief unsuccessful Offerors as soon as practicable.

L.1.1.2.2 Post-award Debriefings. Offerors may request a debriefing by providing a written request to the CO. The CO will notify Offerors of the source selection decision within three (3) calendar days after award. Offerors that desire a debriefing must request one in writing within three (3) calendar days after receipt of the CO notification. To the maximum extent practicable, debriefings will be conducted within five (5) calendar days after the Offeror's request.

L.1.1.3 Discrepancies

If an Offeror believes that the requirements in these instructions contain errors, omissions, or are otherwise unsound, the Offeror shall immediately notify the CO in writing with supporting rationale. The Offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion. If, during the evaluation period, it is determined to be in the best interest of the Government to hold discussions, the discussions will be held with only those Offerors determined to be in the competitive range.

L.1.2 ORGANIZATION/DISTRIBUTION/NUMBER OF COPIES/PAGE LIMITS

The Offeror shall prepare the proposal as set forth in the Proposal Organization Table L.1.2 below. The titles and contents of the volumes, as well as the page limitations and number of required copies shall be as specified in the table. In the event that the table conflicts with the detailed instructions in the paragraphs that follow, the detailed instructions shall take precedence.

Table L.1.2 – Proposal Organization

VOLUME	VOLUME TITLE	PAGE LIMIT
I 1 copies	Proposal Documentation	Unlimited
II 4 copies	Factor 1 - Mission Capability a. Table of Contents b. List of Figures, Tables, or Drawings c. Glossary d. RFP Cross-Reference Matrix	Unlimited Unlimited Unlimited Unlimited
	Subfactor A - Management Approach	20 pages
	Subfactors B-C – Technical Approach a. Execution Plan	The page limit for The Execution Plans for Subfactors B and C

	b. Staffing Plan Matrix c. Resumes	combined shall not exceed 75 pages. Unlimited 2 pgs per reference
III 3 copies	Factor 2 - Relevant Present and Past Performance d. Table of Contents e. Description of Team f. Present and Past Performance References g. Organizational Structure Change History	Unlimited 2 pages 2 pgs per reference Unlimited
IV 1 copy	Factor 3 - Cost Proposal	Unlimited
Subcontractors		Shall submit only (1) hard copy and (1) Electronic Copy

(a) The “ORIGINAL” copy of Volumes I, II, III, and IV of the proposal shall be provided electronically in accordance with L.1.3.8.

(b) As shown in Table L.1.2, additional paper copies of Volumes I through IV shall be submitted in separate 3-ring loose-leaf binders, which when open, lay flat. No staples shall be used. A cover sheet shall be posted at the beginning of each volume, clearly marked as to volume number, title, copy number, RFP identification, and the Offeror’s name. The same identifying data shall be placed on the spine of each binder.

(c) In addition to the copies required in Table L.1.2, one (1) paper copy of Volume IV, Cost, shall be forwarded to the cognizant Defense Contract Audit Agency (DCAA) office or the cognizant federal auditing agency concurrent with complete proposal delivery to DTRA.

Note: Delivery of Volume IV to DCAA does not constitute delivery of the proposal to the Government. **All proposal volumes shall be provided by mail or commercial express or ground carrier only as prescribed in above DTRA Clause 252.204-9000, “Notice to Potential Offerors – Official DTRA Addresses in the National Capital Region (NCR),” DEC 2007 (the clause is located at the beginning of Section L).**

(d) All proposal volumes shall be provided by mail or commercial express or ground carrier only as prescribed in above DTRA Clause 252.204-9000.

Note: The requirements for submission of proposals contained in FAR 52.215-1.

L.1.3 PROPOSAL FORMAT

L.1.3.1 Guidance

This section of the Information to Offerors (ITO) provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. Non-compliance with the instructions provided in the ITO may result in an unfavorable proposal evaluation.

L.1.3.2 Sufficient Detail

Proposals shall comply with the following guidelines:

- Be complete and respond directly to the requirements of the solicitation.
- Address the factors, subfactors, and their related elements as listed in Section M of the solicitation.
- Be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated assertions. Extraneous, repetitious, or wordy submissions are not desired and could result in lower ratings.
- Take care to proof read the proposal. Typographical, grammatical, and spelling errors reflect poorly on quality control abilities and could result in lower ratings.
- Do not simply rephrase or restate the Government's requirements, but rather provide convincing rationale to address how the Offeror intends to meet the requirements.
- Do not rely on past performance as convincing rationale to address how the Offeror intends to meet the requirements.
- Assume that the Government has no prior knowledge of the Offeror's capabilities and experience, and will base its evaluation only on the information presented in the Offeror's proposal.

L.1.3.3 Validity Statement

The parties mutually agree that the Offeror's complete proposal shall be valid for **180** days from the date of submission. The Offeror's signature in Block 17, SECTION A of the SF 33 Solicitation constitutes its acceptance of the proposal validation for **180** days. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the Offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

L.1.3.4 Physical Appearance of Submissions

- Elaborate brochures or documentation, detailed artwork, or other embellishments are unnecessary and are not desired.
- Proposals will be submitted in standard white paper (20 lb or less) and electronic copies.
- Paper copies of the proposal must lie flat when open. Elaborate binding is not desired.
- No models, mockups, or videotapes will be accepted.
- Do not use glossy finished paper

L.1.3.5 Page Format Restrictions and Limitations

L.1.3.5.1 Page Size. Pages shall be 8.5 x 11 inches, not including foldouts. Except for the lettering that is within a graphic, the font size shall be Times New Roman **12** point. Lettering within tables, charts, graphs, and figures shall appear be no smaller than Times New Roman **10** point. Margins on all four edges of each sheet will be at least one-inch. Proprietary statements, security markings, and page numbers may be placed within the defined margin area. Pages shall be numbered sequentially by volume. In the event discussions are held, these page format restrictions shall also apply to responses to Final Proposal Revisions (FPRs).

L.1.3.5.2 Page Limitations. Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal. The excess pages will also be deleted from the electronic copy of the proposal. Printed material shall be on one side of the sheet only (single-sided). In the event discussions are held, page limitations may be placed on responses to Evaluation Notices (ENs). Page limits, if specified for EN responses, will be identified in the letters forwarding the ENs to the Offerors.

L.1.3.5.3 Pages Not Counted

The following will not be included in the page count:

- Blank pages
- Client authorization letters
- Cover pages
- Dividers
- Glossaries
- Letters of Commitment/Intent
- Lists of figures, tables, or drawings
- OCI mitigation plan
- Organizational structure change history roadmap
- Past performance consent letters
- Past performance questionnaires
- Revision matrix
- Small Business Subcontracting Plan
- Socio Economic Commitment Template
- RFP cross-reference matrix
- Small business subcontracting plan
- Staffing Plan Matrix
- Tables of contents
- Tabs
- Teaming arrangements

L.1.3.6 Indexing

Each volume shall contain a more detailed table of contents to delineate the sections within that volume. Tab indexing shall be used to identify sections.

L.1.3.7 Foldouts

Legible tables, charts, graphs, diagrams, schematics, and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, design drawings, plans, etc. These displays shall be uncomplicated, legible, and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the volume. Each printed side of a foldout will count as one page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; not for pages of text. For tables, charts, graphs, and figures, the font shall be no smaller than 10 point. All information (except documentation numbers, classification markings, and page numbers) shall be contained within an image area of 9 x 15-1/2 inches.

L.1.3.8 Electronic Copies

a. Electronic copies of each volume shall be submitted on individual CD-ROMs in a protective sleeve or case. Each CD-ROM and protective sleeve or case shall be clearly marked as to volume number, title, RFP identification, and the Offeror's name. The CD-ROM(s) will be included with the "original" paper copy of each volume. Offerors are responsible for ensuring electronic copies are virus-free.

b. Submit an electronic copy of each volume compatible with the following available Government equipment and software products:

- Pentium Class PCs
- Adobe Acrobat Reader 9.0
- Microsoft Office Excel 2010*

*All cost information, with the exception of the cost narrative, must lend itself to review and analysis by the Government and must be submitted in Microsoft Excel format. Offerors shall include formulas and working links to the maximum extent practicable.

Note:

The electronic copy shall be in Adobe Acrobat (except for Microsoft Excel) portable document file (pdf) searchable text format. The printed copies shall be an exact duplicate of the "original" electronic proposal. If there are discrepancies between the "original" electronic proposal and the "copy" paper proposal, the "original" electronic proposal shall prevail.

c. Electronic files shall be clearly identified for each volume, section, item, etc. The Offeror shall not embed sound or video (e.g., MPEG) files into the proposal files.

d. Electronic Media additional information:

- All text must be searchable
- Limit colors to 256 colors at 1280 x 1024 resolution; avoid color gradients
- Keep embedded graphics as simple as possible; large graphic files are discouraged
- Minimize the use of scanned images (except for Adobe Acrobat requirements)

- Use of self-extracting archive files (e.g., ZIP files) is allowed
- No linking to resources outside the submission CD-ROM will be allowed.

L.1.3.9 Cost Information

All cost information shall be addressed **ONLY** in Volume IV - Cost. If cost data is addressed in Volume II - Mission Capability, the page containing the cost data will be removed and not evaluated. All labor rates shall be rounded to the nearest penny.

L.1.3.10 Minimum Cross-Referencing

Each volume shall be written to the greatest extent possible on a stand-alone basis, so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Information required for proposal evaluation that is not found in its designated volume will be assumed to have been omitted from the proposal. Teaming Arrangements, Letters of Commitment, Socio-Economic Commitment information and Organizational Conflicts of Interest assertions submitted in Volume I may be cross-referenced in other volumes.

L.1.3.11 Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

L.2.0 VOLUME I –PROPOSAL DOCUMENTATION

Volume I consists of the offer to enter into a contract to perform the desired work and information for the Government to prepare the contract document and supporting file.

L.2.1 VOLUME ORGANIZATION

The volume shall be organized according to the following outline:

- a. Table of Contents
- b. List of Figures, Tables, or Drawings
- c. Glossary
- d. Documents listed in paragraphs L.2.2 through L.2.13

L.2.2 SOLICITATION/CONTRACT FORM

Completion of Blocks 12 through 16 and signature and date for Blocks 17 and 18 of the Standard Form (SF) 33 is required. Signature by the Offeror on the SF 33 constitutes an offer, which the Government may accept.

L.2.3 AUTHORIZED OFFEROR PERSONNEL

Provide the name, title, telephone number, fax number, and e-mail address of the company and division point of contact regarding decisions made with respect to the Offeror's proposal and who can obligate the Offeror contractually. Also identify those individuals authorized to negotiate with the Government.

L.2.4 GOVERNMENT OFFICES

Provide the mailing address, telephone and fax numbers, and facility codes for the cognizant Contract Administration Office, DCAA, and Government Paying Office. Also provide the name, telephone and fax numbers, and e-mail address for the Administrative Contracting Officer (ACO). The aforementioned information also applies to the prime contractor and major subcontractors/teaming partners for which there is a teaming arrangement.

L.2.5 COMPANY DIVISION ADDRESS, IDENTIFYING CODES AND APPLICABLE DESIGNATIONS

Provide the company's/division's street address, county, and facility code; CAGE Code; DUNS number; Taxpayer Identification Number (TIN), size of business (large or small); and labor surplus area designation.

L.2.6 TEAMING ARRANGEMENTS AND/OR LETTERS OF COMMITMENT

Provide all Teaming Arrangements and/or Letters of Commitment. The Offeror and its first-tier subcontractor(s) will be considered a "Team" when there is a signed teaming arrangement or letter(s) of commitment unconditionally binding both parties to performance under this contract should it be awarded to the Offeror. In the absence of one or the other of these documents, the Offeror and its first-tier subcontractor(s) are not considered a "Team" and will not be evaluated as such. Provide Letters of Commitment from Key Personnel

L.2.7 DEPARTMENT OF DEFENSE (DD) FORM 254 SECURITY REQUIREMENTS

The Offeror must possess, or acquire by proposal submission, a facility clearance equal to the classification stated on the Contract Security Classification Specification (DD Form 254) provided as Attachment 2 to this RFP. Provide information relative to Offeror's facility clearance and the contact information for the Offeror security office. Information relative to subcontractor security requirements shall also be included. Contractor information portions of DD254 should also be completed and included. The contract DD Form 254 will require a Top Secret facility clearance and accesses to such information as NATO and Sensitive Compartmented Information. DTRA will not sponsor offerors for DSS facility clearances for proposal submission.

The Offeror must possess a TOP SECRET facility clearance at the corporate level at the time of proposal submission. The proximal facility should be able to store classified documents up to the SECRET level at the end of the transition period. Should the proximal facility not obtain the required clearance/certifications from the Defense Security Service (DSS) by end of the transition period, storage at an alternate National Capitol Region location is acceptable until DSS clearance/certification is approved

L.2.8 INFORMATION REQUIRED BY DFARS CLAUSE 252.227-7017 IDENTIFICATION AND ASSERTION OF USE, RELEASE, OR DISCLOSURE RESTRICTIONS (JUN 1995)

If applicable, the Offeror shall include 252.227-7017 paragraph (d) chart, in full-text, filled-in/completed.

L.2.9 EXCEPTIONS TO TERMS AND CONDITIONS

Exceptions taken to the terms and conditions of the solicitation, or to any of its formal attachments, shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table L.2.9 below. Failure to comply with the terms and conditions of the solicitation may result in the Offeror being removed from consideration for award.

Table L.2.9 – Solicitation Exceptions

Solicitation Document	Paragraph/Page	Requirement/Portion	Rationale
Performance Work Statement (PWS), Solicitation Section, Attachment, etc.	Applicable Page and Paragraph numbers	Identify the requirement or portion to which the exception is taken	Justify/explain the basis for exception and impact on contract

L.2.10 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFEROR(S) (SECTIONS K AND L)

The Offeror is responsible to ensure that all representations, certifications, acknowledgements, and statements provided in accordance with Sections K and L are provided in System for Award Management (<https://www.sam.gov>).

L.2.11 SMALL BUSINESS SUBCONTRACTING PLAN

In accordance with FAR 19.704 and DFARS 219.704 Other Than Small Business Offerors shall submit a small business subcontracting plan for this contract in accordance with FAR 52.219-9 and DFARS 252.219-7003.

L.2.12 SOCIO ECONOMIC COMMITMENT

DTRA is committed to maximizing small businesses opportunities at both the prime and subcontractor level. All offerors (large and small business) shall prepare a summary list of proposed subcontractors, which includes the following information: Company Name, CAGE Code, Size Status, Socio-Economic Status, Subcontract Dollars, and Percentage of Total Contract Value proposed. DTRA will use the System for Award Management website data to verify proposed small business entities meet the small business size standard of \$15M associated with North American Industry Classification System (NAICS) code 541990, All Other Professional, Scientific and Technical Services. **Offerors must ensure that the information contained in SAM is current and accurate.**

Offeror's proposals will be assessed on their commitment to meeting the subcontracting goal of at least 25% of the total contract value proposed to a Small Business and at least 10% is subcontracted to Service Disabled Veteran Owned Small Business (SDVOSB). Alaska Native Corporation (ANC) and Indian tribe subcontractors may be counted as part of the SB subcontracting percentage in accordance with FAR 19.703(c). Offeror's socio-economic commitment will be evaluated relative to meeting both the 15% Small Business and the 10%

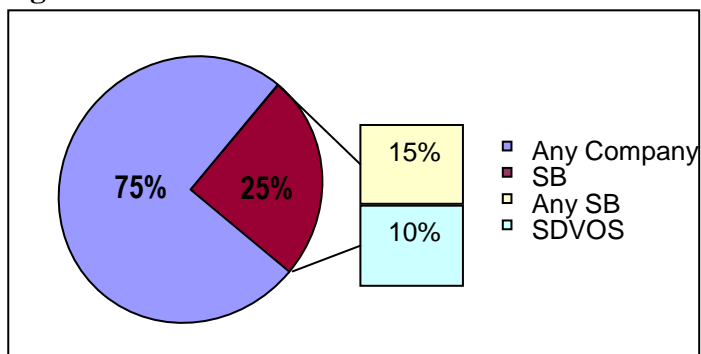
SDVOSB subcontracting requirements. Excess of 10% for the SDVOSB subcontractors may be counted as part of the Small Business subcontracting percentage.

Small business prime contractors may include the cost of work self-performed toward meeting the 15% Small Business requirement.

SDVOSB prime contractors may include the cost of work self-performed toward meeting both the 15% Small Business and 10% SDVOSB requirements.

Figure L.2.12 illustrates the **minimum** Socio-Economic Commitment percentage requirement based on **total contract value proposed** for Small Business and SDVOSB concerns.

Figure L.2.12



To ensure consistency in the calculation of Socio-Economic Commitment, a calculation template is provided as Attachment 3 to this RFP. This attachment will be used by all offerors to document the proposed Small Business participation as required above. The Socio-Economic Calculation Template will be compared to the Offeror's proposal for consistency. In the case of minor errors or omissions that do not affect the other areas of the proposal, and may be corrected with minor clarification, the Offeror may be contacted by the Contracting Officer for immediate clarification.

In the case that an Offeror meets the criteria as specified above and through discussions provides a Final Proposal Revision (FPR), the criteria above must be met and the Offeror must resubmit the Small Business (SB) calculation attachment.

L.2.13 PREAWARD ORGANIZATIONAL CONFLICTS OF INTEREST (OCI's) and OCI Mitigation Plan

a. The Government has determined that this contract may give rise to potential conflicts of interest. The successful offeror for this requirement will have unique access, beyond that which is typically afforded to commercial and academic entities, to the J10 Directorate. The successful offeror will be exposed to Government-sensitive and contractor-sensitive / proprietary data as well as to Government employees, equipment, installations and property. The awardee will have access to information that could

potentially provide an unfair competitive advantage for future contracts. Moreover, the nature of the work required by this contract could place the awardee in situations where its ability to render impartial advice to the Government could be impaired due to other interests of the awardee. Offerors are advised to review FAR Subpart 9.5 for detailed information concerning organizational conflicts of interest.

b. Because of this unique access, the Government has determined that the A&AS contractor must function in this role as its trusted agent.

(1) With the trusted agent approach, the prime contractor is precluded from participating as a contractor, subcontractor, or consultant on current and future non-A&AS contracts for J10. The prime contractor may participate as a contractor, subcontractor or consultant on future non-A&AS contracts for other directorates, except for J10. The prime contractor may be a prime contractor or subcontractor on other A&AS contracts for other DTRA Directorates so long as it doesn't create an OCI. If there is a potential conflict an OCI plan must be submitted.

(2) Subcontractors providing A&AS support to a specific J10 Department /Staff Office will be ineligible to compete for work in the same Department/Staff Office, but may be allowed to compete for performer work in other Agency/Center departments where it provides no A&AS support, provided that it does not create an OCI. This restriction will terminate one year after final payment on the contract. Restrictions upon use of Government information and the requirement to protect proprietary information are permanent.

c. Each offeror must include in Volume I of its proposal either;

(1) a statement certifying that, to the best of its knowledge, it is not aware of any facts which create any actual or potential OCI relating to the award of this contract, or

(2) a statement that describes concisely all relevant facts concerning any past, present, or planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed under the proposed contract and bearing on whether the offeror or a proposed contractor or consultant has a possible OCI.

d. To implement the requirements of clause 252.209-9000 and H.1 of this contract, each Offeror also must include an OCI Mitigation Plan in Volume I of its proposal describing the offeror's approach to ensuring the objectivity of its advisory and assistance services, prevention of unfair competitive advantage, and protection of contractor proprietary and government sensitive information. The Mitigation Plan shall also ensure that an advantage is not gained by any relationship the offeror may have with current performers of any DTRA Programs. The written mitigation plan will be incorporated into the resultant contract. At a minimum, the Mitigation Plan shall address the following elements:

- Definition of terms used

- Identify the lead person(s) responsible for OCI compliance within the company, and his/her role within the company
- Organizational, physical and financial separation (such as corporate firewalls for business units, etc.)
- Processes and procedures for identifying OCIs (this includes processes for notification and review of Potential bids by any business unit within the proposed team to identify potential OCI issues)
- Processes and procedures for corporate review and adjudication of OCIs in a timely manner (this includes discussion of potential types of OCI situations and mitigation techniques for resolving them, and the extent of insight provided to DTRA during the OCI adjudication process)
- Access to, use and protection of government sensitive and proprietary information (hardcopy and electronic)
- Personnel assignments in and transitions out of firewalled units and separation from the company
- Prime offeror management, monitoring and enforcement of OCI requirements at the subcontractor level
- OCI training/awareness for employees and subcontractors
- Nondisclosure agreements
- Contractor self-audits
- DTRA access to records
- Reporting and remedies for accidental and intentional OCIs.
- Mitigation approach for potential OCIs or perceived OCIs for current performer contracts in which J10 is the requiring and/or funding activity (i.e., contracts awarded prior to the RFP response date) (reference L.2.14c(2))

e. In addition to the OCI Mitigation Plan, offerors shall submit the following information separately from the Plan:

(1) A detailed organizational chart that depicts the hierarchal structure of the offeror's (and subcontractors') organization from the "top down," which identifies the various business units and the interrelationships among the various business units. The chart should depict where the business unit(s) which will be responsible for A&AS support fit within the hierarchal structure.

(2) Identification of the business units (other than the unit(s) that will provide A&AS support) that provide non-A&AS products and/or services to DTRA, and a brief description of those activities for the prime offeror and its subcontractors and their affiliates.

(3) A list of active DTRA contracts and orders (and contracts/orders completed within the last two years), performed either as a prime or a subcontractor. The list should include active and completed contracts for the prime offeror and its proposed subcontractors and consultants. This includes contracts/orders issued by another Government agency on behalf of DTRA, where DTRA provides funding plus primary oversight, technical

direction and performance evaluation of for the contracted effort. The list must identify the prime contract number, the name of the prime contractor (if the firm is/was a subcontractor or consultant), and the DTRA directorate/branch or other Government agency office responsible for program management of the contract.

f. The Contracting Officer may require further relevant information from an offeror and may, at his/her discretion, permit an offeror to clarify errors or omissions in relevant information or in a statement required by (a) above. Refusal to provide a statement required by (a) above, refusal to provide further relevant information required by the Contracting Officer, or the misrepresentation of any relevant information will result in disqualification of an offeror from further consideration for award of a contract under this solicitation.

g. Relevant information regarding possible OCI will not be treated like a separate evaluation factor, however, it will be addressed during the evaluation of proposals. Relevant information regarding each offeror will be analyzed by the Contracting Officer in accordance with FAR 9.5 in order to determine whether a potential conflict exists and if so, what actions are necessary to avoid or otherwise resolve the potential conflict.

h. The Contracting Officer will use all relevant information submitted by the offeror, and any other relevant information known to DTRA, to determine whether a potential conflict exists. If the Contracting Officer determines that a potential conflict exists, the conflict must be avoided or otherwise resolved through appropriate means in order for the Offeror to be eligible for award.

i. The OCI Mitigation Plan will be addressed during the evaluation of proposals, but it will not be treated like a separate evaluation factor.

L.2.14 REVISION MATRIX

If it is determined to be in the best interest of the Government to hold discussions, and Final Proposal Revisions (FPRs) are submitted, the contractor shall submit a revision matrix after the table of contents in each volume where revisions have been made. This matrix must include the following:

- Location of change: At a minimum the page number, but more specific indicators (section, paragraph, etc.) are strongly encouraged
- Change: A very brief summary of what changed

L.3.0 VOLUME II – FACTOR 1 - MISSION CAPABILITY

L.3.1 GENERAL INFORMATION

The Mission Capability Volume should describe the Offeror's capability to satisfy the requirements of this solicitation. The proposal should be prepared simply and economically, providing straightforward, concise delineation of the management approach and technical

capabilities to satisfactorily perform the contract being sought. Particular proposal strengths or unique approaches should be emphasized. Asserted capability and/or intent to meet the requirements must be supported by detailed descriptions of approach and personnel qualifications. The Government will not assume that an Offeror possesses any capability unless specified in the proposal.

Offeror responses will be evaluated against the Mission Capability subfactors and their related elements defined in Section M, "Evaluation Factors for Award." Using the instructions provided below, provide as specifically as possible the actual methodology that would be used by the Offeror for accomplishing and satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By submitting a proposal, the Offeror is representing that its firm is capable and committed to performing all the requirements specified in the solicitation.

L.3.2 VOLUME ORGANIZATION:

The volume shall be organized according to the following outline:

- a. Table of Contents
- b. List of Figures, Tables, or Drawings
- c. Glossary
- d. RFP Cross-Reference Matrix
- e. Section 1 – Management Approach
- f. Section 2 – Technical Approach

L.3.3 FORMAT AND SPECIFIC CONTENT

Mission Capability shall describe, in narrative form, the Offeror's proposed approach to meeting the requirements of each Mission Capability subfactor and its related elements, as well as their intended strategy for fulfilling the requirements of the contract. The Offeror shall include the mission capabilities of its team members and other intended subcontractors. The proposed teaming structure, team member roles and responsibilities, experience working as a team, and anticipated portion (by percentage, type of work, geographical, etc.) of work effort for each team member should be discussed or clearly delineated.

L.3.3.1 RFP Cross-Reference Matrix (RCRM)

The Offeror shall fill out an RCRM indicating where the proposal addresses the solicitation requirements. An example format is shown below. The purpose of the RCRM is to show critical interrelationships and dependencies among the documents. The matrix ensures that all requirements are addressed, requirements do not conflict, and proposal sections are internally consistent.

Example Format:

SOLICITATION CROSS REFERENCE MATRIX			
Solicitation Section/Paragraph	Proposal Volume/ Section/Paragraph	Solicitation Section/Paragraph	Proposal Volume/ Section/Paragraph

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L.3.3.2 Subfactor A: Management Approach

The Offeror shall submit a comprehensive Management Approach for the performance/execution of the Contract PWS. The Management Approach shall have five (5) sections which specifically define and detail the Offeror's capabilities to successfully manage, perform, and execute the PWS requirements.

Section 1- Offerors shall specifically define and detail how the Offeror shall innovatively and cost-effectively execute PWS Scope and Requirements as well as possess the technical performance requirements, disciplines, and skill sets identified in the PWS for each requirement. This specifically includes the integration and utilization of the full range of the Offeror's expertise and personnel to execute the PWS requirements as well as the Offeror's plan to incorporate and apply lessons learned among and between mission set areas. The Management Approach shall also detail and demonstrate the Offeror's plan and capability to execute and staff multiple tasks simultaneously as well as respond to short notice, urgent and emergent requirements. The Management Approach shall also include the following administrative, process, and procedures elements:

- a) Organization structure;
- b) Lines of communication with the Government and integration of effort(s);
- c) Team composition (i.e. Prime and Subcontractor identification, roles and responsibilities;
- d) Task and subcontract management process and procedures;
- e) Problem Solving, Communications and Rapid Response: Respond rapidly to changing requirements and circumstances. Specifically, to respond to verbal requests during normal working hours in near real time, and to provide surge and reach-back capabilities as dictated by the urgency of the tasking. Able to identify and solve problems, integrate and incorporate lessons learned across organizational boundaries, and provide for a routine means of communicating issues, corrective actions, and standard reports to the Government
- f) Processes for identifying, coordinating, and resolving programmatic problems, and incorporating lessons learned;

Section 2 – Offerors shall define and detail the Offeror's process, plan, and capability to provide for short suspense, high visibility (both internal/external) taskings, managing events requiring re-prioritization of scope and staff urgent surge requirements for additional personnel during performance of tasks with a turnaround time of 90 days or less. The Offeror shall specifically identify the Offeror's plan to recruit, hire, train, and retain a highly qualified workforce capable of accomplishing the requirements of the PWS with the identified disciplines and skill sets identified in the PWS.

Section 3 – The Offeror shall provide their 30 day-Incoming Transition Plan specifically detailing all aspects of ramp-up including transition risks with mitigations strategies and staffing schedules, training and data capture for all prime and subcontracted efforts. The

Offeror should describe plans to certify the proposed facility to store classified information (up to SECRET), accept Government Furnished Equipment, complete staff DTRA badging, and etc. The Offeror shall describe how the transition will not reduce/impact current schedules, and detail how and when the Offeror will have permanent processes and procedures in place.

Section 4 – The Offeror shall identify their offsite facilities and specifically detail how those facilities meet location requirements identified in PWS paragraph 5.3. If an Offeror does not currently have access to the DTRA Classified Network (SNET), identify the steps and timeline to be taken to gain access (see para L.5.6.7 but do not reflect any costs in this section.) In addition, Offeror shall specifically identify and detail the location where subcontractors will be positioned, if other on-site or at the Prime's location.

Section 5 – The Offeror shall detail the Offeror's Socio-Economic Commitment reflecting the requirements in RFP paragraph L.2.11 and L.2.12 and identify the specific tasks/requirements to be accomplished by the small business partners.

L.3.3.3 Subfactor B and C: Technical Approach

The Offeror shall submit a technical approach, staffing plan and personnel resumes to support the PWS.

The Offeror shall submit a comprehensive Technical Approach broke out into 3 sections for each subfactor (Subfactor A for Contingency and Exercise Department, Nuclear Inspections and Education Department and Nuclear Surety Division Technical Approaches; and Subfactor B:for Nuclear Enterprise Support Directorate, Mission Assurance Department and Nuclear Logistics Operations Department) specifically defining and detailing their technical understanding and corresponding technical approach to executing the PWS. Each Technical Approach submittal shall include three tabs, one for each of the following:

Tab 1 – Execution Plan – Offerors shall provide a comprehensive, detailed narrative that specifically defines and details the Offeror's technical understanding of the PWS requirements and the Offeror's corresponding Execution Plan for performing the tasks in the PWS. Details shall provide in-depth specificity as to how the Offeror is going to execute the requirements and provide the required deliverables (as applicable).

Tab 2 – Staffing Plan Matrix – Offerors shall provide a Staffing Plan Matrix that corresponds with the Execution Plan specifying names, position title/labor categories, specific section of the PWS each individual will be supporting for all key personnel and the number of hours they will be projected to work. If individuals will be cross-utilized, account for their hours in each Technical Approach.

Below is an example of the format for the Staffing Plan Matrix. For ease of review, Staffing Matrix shall be grouped by Company (i.e. Prime Company first, Subcontractors next, etc.); then alphabetically by last name. **DO NOT** include any cost data in the Staffing Plan Matrix (see L.1.3.9).

STAFFING PLAN MATRIX					
<u>Transition</u>					
<u>Name</u>	<u>Company</u>	<u>Position Title / Labor Category</u>	<u>PWS Requirement(s) Responsibility</u>	<u>Key Personnel (Yes/No)</u>	<u>Hours</u>
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.6.6.1	Yes	XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.3.1	No	XX
<u>Base Year</u>					
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX
<u>Option 1</u>					
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX

<u>Option 2</u>					
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX
<u>Option 3</u>					
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX
<u>Option 4</u>					
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX

Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX
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Tab 3 – Resumes - The Offeror shall provide, at a minimum, resumes for **ALL** Key Personnel identified in PWS 8.0. Estimated Workload Data. At a minimum, each resume shall contain the following information:

- Full name, proposed Position Title/Labor Category, and description of position responsibilities as they relate to the PWS requirements.
- Summary of Professional Experience (A narrative of relevant education, experience, training, etc. that makes this individual particularly suited for the proposed position. Include dates, job titles and employer)

Offerors may submit resumes for non-Key Personnel if desired; page length and above minimum requirements apply.

L.4.0. VOLUME III – RELEVANT PRESENT AND PAST PERFORMANCE

L.4.1 VOLUME ORGANIZATION

The volume shall be organized according to the following outline:-

- a. Table of Contents
- b. Description of Team
- c. Present and Past Performance References
- d. Organizational Structure Change History

L.4.2 DESCRIPTION OF TEAM

The Offeror shall provide a matrix of all proposed subcontractors/team members and the specific areas within the PWS for which they will be utilized. Offerors shall also provide an approximate percentage of effort, based on cost of the effort and transition, each subcontractor/team member will contribute to the effort. If there are additional subcontractors which are not anticipated to play a role on the tasks orders but may be utilized in the future, the projected future role of these subcontractors should be clearly addressed. This information will be utilized to determine relevancy for the subcontract references.

In addition, the Offeror shall submit a consent letter, executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of adverse past performance information to the Offeror, so the Offeror can respond to such information. For each identified effort for a commercial customer, the Offeror shall also submit a client authorization letter, authorizing release to the Government of requested information on the Offeror's performance.

L.4.3 RELEVANT PRESENT AND PAST PERFORMANCE REFERENCES

The Offeror shall provide no less than three and no more than five references for the prime Offeror as well as a minimum of two and no more than three references for each of the subcontractors/teaming partners expected to perform aspects of the effort that **the Offeror considers critical** to the overall success of the program. The references shall represent recent

contracts (within the past five years) that the Offeror considers most relevant in demonstrating the Offeror's ability to perform the proposed effort.

For each cited reference, the Offeror shall complete the Present and Past Performance Information Form (Form L1) and provide detailed responses under paragraph 4 of the Form L-1 detailing the relevance and performance under the cited Past Performance references. Offerors may use their own format for Form L-1 as long as they include all information required by the Form L-1 in the exact same order specified and comply with the page limit. Offerors have the responsibility to justify the “**relevancy**” of their Form L-1's submitted and shall specifically cite in the Form L-1 submittals, which requirements of this solicitation the past performance references are relevant to as well as detail how those past performance references are relevant in terms of similar scope, magnitude, and complexity. The Prime should therefore coordinate with their subcontractors / teaming partners to ensure the quality and relevance of any submitted Form L-1 references and to ensure the subcontractor references abide by the content and format requirements of L.4.3. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section M, Paragraph M.3.5.2, Factor 2: Relevant Present and Past Performance.

In addition to the information provided in the Present and Past Performance Volume, the Offeror shall ensure that each reference identified completes a Present and Past Performance Questionnaire (PPPQ) (Attachment L-2). This questionnaire shall be submitted directly to the government from the reference; questionnaires received from the Offeror will not be considered. However, the responsibility to send out and track the completion of the PPPQs rests solely with the Offeror. Completed PPPQs may be emailed or sent via USPS, in PDF format, to the Contracting Officer and/or Contract Specialist at the addresses shown in Paragraph L.1.1.1.

L.4.4 ORGANIZATIONAL STRUCTURE CHANGE HISTORY

Many companies have acquired, been acquired by, or otherwise merged with other companies, and reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, include in this proposal volume a “roadmap” describing all such changes in the organization of the Offeror for the past 5 years and also include a “roadmap” for all team members identified in a Teaming Arrangement or Letter of Commitment for their efforts. As part of this explanation, show how these changes impact the relevance of any efforts the Offeror identifies for past performance evaluation and performance confidence assessment. Since the Government intends to consider present and past performance information provided by other sources as well as that provided by the Offeror, these “roadmaps” should be both specifically applicable to the efforts the Offeror identifies and general enough to apply to efforts on which the Government receives information from other sources.

L.5.0 VOLUME IV – COST

L.5.1 GENERAL INFORMATION

The Offeror shall provide a cost proposal should be consistent with the Performance Work Statement and shall include the costs associated with the incoming transition plan proposed in accordance with Section L.3.3.3. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities to satisfactorily perform the contract being sought.

These instructions are to assist the Offeror in submitting information other than cost or pricing data that is required to evaluate the reasonableness and completeness of the proposed costs. Compliance with these instructions is mandatory and failure to comply may render the Offeror's proposal ineligible for award. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof of credibility of proposed costs and prices rests with the Offeror.

Data beyond that required by this instruction shall not be submitted unless the Offeror considers it essential to document or support the cost position. All information relating to the proposed cost and price, including the required supporting documentation must be included in the section of the proposal designated as the Cost Volume (Volume IV). Under no circumstances shall this information and documentation be included elsewhere in the proposal.

In accordance with FAR 15.403-1(b) and 15.403-3(a) and as detailed below, information other than cost or pricing data is required. However, if after receipt of proposals it is determined that adequate price competition does not exist, cost or pricing data shall be required (reference FAR 15.403-4). The Offeror shall provide current, complete, and accurate cost or pricing data within the calendar days specified in the Contracting Officer's request.

L.5.2 VOLUME ORGANIZATION

The volume shall be organized according to the following outline:

- a. Table of Contents
- b. List of Figures, Tables, or Drawings
- c. Glossary
- d. Cost Narrative
- e. Cost or pricing information and supporting data, to include estimating methodology

L.5.3 COST NARRATIVE

L.5.3.1 Assumptions

The Cost Narrative shall identify all assumptions derived by the Offeror relating to estimated cost and shall reference the applicable paragraph and page number in the Management and Technical Approach sections of the proposal that provides a corresponding discussion of the particular assumption.

L.5.3.2 Inconsistencies

A cost proposal is presumed to represent an Offeror's best effort to respond to the solicitation. Any inconsistency, whether real or apparent, between promised performances and cost, shall be explained in the cost narrative. For example, if the intended use of new and innovative

techniques is the basis for an abnormally low estimate, the nature of these techniques and their impact on cost should be explained. Any significant inconsistency, if unexplained, which raises a concern on the fundamental understanding of the nature and scope of the work required may be grounds for rejection of the proposal or grounds for adjusting the probable cost. The burden of proof as to cost-credibility rests with the Offeror.

L.5.3.3 Government Furnished Property (GFP)/Government Furnished Equipment (GFE)

The Offeror shall submit a list or description of any Government property that the Offeror or its subcontractors propose to use on a rent-free basis. The list shall identify the accountable contract under which the property is held and the authorization for its use (from the contracting officer having cognizance of the property). The list shall also reflect the dates during which the property will be available for use (including the first, last, and all intervening months) and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent.

The Government will provide computers with applicable software necessary to complete the PWS. The Government will be responsible for ensuring the initial configuration and maintenance of the computers provided. The contractor will be responsible for printers, scanners and all other necessary peripheral devices necessary to operate the computers in the contractor's facility. The Government will be responsible for providing all office equipment and ADPE for individuals working in Government facilities.

L.5.3.4 Contractor Systems

The cost narrative shall include information for the prime contractor and any teaming members on the following contractor systems:

L.5.3.4.1 Estimating System. Provide a summary description of the Offeror's standard estimating system or methods. The summary description shall cover separately each major cost element (e.g., Direct Material, Direct Labor, Indirect Costs, Other Direct Costs, Overhead, G&A, etc.). Also identify any deviations from the standard estimating procedures used in preparing the proposal for this contract. Indicate if the Offeror has Government approval of its system and if so, provide evidence of such approval. Offerors shall indicate whether there are any Forward Pricing Rate Agreements (FPRAs) in place and identify the applicable Defense Contract Audit Agency (DCAA) office of the prime contractor and major subcontractors/teaming partners per paragraph L.2.6.

L.5.3.4.2 Purchasing System. Provide a summary description of the Offeror's purchasing system or methods (i.e., how material requirements are determined, how sources are selected, when firm quotes are obtained, what provision is made to ensure quantity and other discounts). Also identify any deviations from its standard procedures in preparing this proposal under this contract. Indicate if the Offeror has Government approval of its system and if so, provide evidence of such approval.

L.5.3.4.3 Accounting System. Indicate whether the Offeror has Government approval of its system and if so, provide evidence of such approval. Also identify any deviations from the Offeror's standard procedures in preparing this proposal.

L.5.3.4.4 Compensation System. Indicate whether the Offeror has Government approval of its system and if so, provide evidence of such approval. Also identify any deviations from the Offeror's standard procedures in preparing this proposal.

L.5.4 COST OR PRICING INFORMATION AND SUPPORTING DOCUMENTATION

The Offeror shall provide a detailed cost proposal for accomplishing the requirements stated in the PWS that is consistent with the technical approach provided in Volume II. The cost proposal shall delineate labor hours, labor categories, indirect costs, (to include base and percentage used in calculation), other direct costs, G&A, and fee for both prime and subcontractors.

All dollar amounts shall be rounded to the nearest dollar. This shall be costed by Base period and Option periods. The contractor shall provide a spreadsheet at the Contract Line Item Number (CLIN) and summary level.

If subcontractors are utilized, the Offeror shall provide the results of the analysis conducted by the Offeror (prime contractor) establishing reasonableness of proposed subcontract prices (reference FAR 15.404-3(b) and (c)). The Offeror is expected to evaluate its subcontractor costs to establish how it finds these costs to be fair and reasonable and to provide adequate documentation to the CO in support of this. Subcontractors can send their fully disclosed pricing directly to DTRA. This can be mailed per the Section L delivery instructions (Clause 252.204-9000). Sealed subcontractor /team member proposals are still due at the same time as the Prime Offeror's.

The Offeror shall provide the information required by FAR provision 52.215-22 and submit in Volume IV.

The Offeror shall provide the information required by DFARS provision 252.215-7009, Proposal Adequacy Checklist, and submit in Volume IV.

L.5.5 PROFIT OR FEE

Assume the contract is cost-plus-fixed-fee (CPFF). Offerors shall include their proposed fee (dollar amount and percentage) and shall specify the base upon which the fee percentage is applied. In accordance with DTRA Clause 252.216-9005, there will be no profit or fee on travel.

L.5.6 PRICING ASSUMPTIONS

For purposes of preparing a cost proposal, Offerors shall make the following assumptions:

L5.6.1 Contract Type - A Cost-Plus-Fixed-Fee (CPFF) arrangement is contemplated for the Advisory & Assistance Services (A&AS) Services.

L5.6.2 The Government will consider one (1) FTE is equivalent to 1920 hours unless otherwise stated in proposal.

L5.6.3 Travel Requirements - For travel requirements, use the plug numbers listed below. The travel amounts below cover only the travel expenses (per diem, air fare, car rental, accommodations)

CLIN	TRAVEL
CLIN 0003 Transition O&M	\$25,000.00
CLIN 0004 Transition R&D	\$5,000.00
CLIN 0003 Base Year O&M	\$275,000.00
CLIN 0004 Base Year R&D	\$50,000.00
CLIN 1003 Option 1 O&M	\$289,000.00
CLIN 1004 Option 1 R&D	\$55,000.00
CLIN 2003 Option 2 O&M	\$303,000.00
CLIN 2004 Option 2 R&D	\$55,000.00
CLIN 3003 Option 3 O&M	\$318,000.00
CLIN 3004 Option 3 R&D	\$60,000.00
CLIN 4003 Option 4 O&M	\$334,000.00
CLIN 4004 Option 4 R&D	\$65,000.00

NOTE: Any indirect rates associated with travel shall be applied by the Offeror to the base-line amounts above to arrive at the total proposed travel cost. The indirect rates applied shall be clearly delineated in the proposal. Per DTRA Clause 252.216-9005, there will be no profit or fee on travel. This applies to both Primes and Subcontractors/Teaming Partners, etc.

L5.6.4 The Government has provided estimated FTEs in the PWS to be utilized for pricing. However, Offerors should utilize the estimates only as an aid in preparing the proposal, and should propose the FTEs required for the successful completion of the effort. FTEs shall be priced as to the location they will be assigned to work as defined in the PWS. Any others shall be priced as off-site to perform at the contractor facilities.

NOTE: The FTE estimates identified in the PWS are provided for pricing purposes only. This data will be deleted from the PWS upon award.

L5.6.5 Transition Period: Offerors shall price their Transition Plan with a performance period of thirty (30) days. All transition costs shall be identified in the Volume IV Cost Proposal as a distinct cost item. This will then be included in the total cost for the base year CLIN. The Transition line item shall be submitted on a CPFF LOE basis and shall have an initiation date identical to the requirements initiation dates.

L5.6.6 Other ODCs: Any indirect rates applied to the ODCs plug numbers identified above shall be applied by the Offeror to the baseline amounts above to arrive at the total proposed ODC cost. The indirect rates applied shall be clearly delineated in the proposal.

L5.6.7 Cost for DTRA Classified Network. Break out any costs related to installing the DTRA Classified Network in a separate line.

L.5.7 COST PROPOSAL CROSS REFERENCE MATRIX

Offerors shall provide a Cost Proposal Cross Reference Matrix that expands upon the Staffing Plan Matrix and includes the rate for each individual and the cost. Additional columns may be included to further delineate cost data the Offeror wants to in their cost proposal. Matrix shall clearly identify and validate the priced labor effort and individuals in the Volume II Subfactor B Technical Approach Staffing Plan are consistent and identical to the submitted Cost Proposal. For ease of review, optimal pricing shall be set up/grouped by Company (i.e. Prime Labor first, Subcontractors next, etc.); then alphabetically by last name. A basic format is provided below and mirrors the table in the technical approach:

COST PROPOSAL CROSS REFERENCE MATRIX							
<u>Transition</u>							
<u>Name</u>	<u>Company</u>	<u>Position Title / Labor Category</u>	<u>TO PWS Requirement(s) Responsibility</u>	<u>Key Personnel (Yes/No)</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX	\$XX.XX	XXXXX.XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX	\$XX.XX	XXXXX.XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX	\$XX.XX	XXXXX.XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX	\$XX.XX	XXXXX.XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX	\$XX.XX	XXXXX.XX
<u>Base Year</u>							
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX	\$XX.XX	XXXXX.XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX	\$XX.XX	XXXXX.XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX	\$XX.XX	XXXXX.XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX	\$XX.XX	XXXXX.XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX	\$XX.XX	XXXXX.XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX	\$XX.XX	XXXXX.XX
Smith, Sam	PDW Inc.	Nuclear Weapons	3.3.6.1	No	XX	\$XX.XX	XXXXX.XX

		Curator					
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX	\$XX.XX	XXXXX.XX
<u>Option 1</u>							
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX	\$XX.XX	XXXXX.XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX	\$XX.XX	XXXXX.XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX	\$XX.XX	XXXXX.XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX	\$XX.XX	XXXXX.XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX	\$XX.XX	XXXXX.XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX	\$XX.XX	XXXXX.XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX	\$XX.XX	XXXXX.XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX	\$XX.XX	XXXXX.XX
<u>Option 2</u>							
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX	\$XX.XX	XXXXX.XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX	\$XX.XX	XXXXX.XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX	\$XX.XX	XXXXX.XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX	\$XX.XX	XXXXX.XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX	\$XX.XX	XXXXX.XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX	\$XX.XX	XXXXX.XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX	\$XX.XX	XXXXX.XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX	\$XX.XX	XXXXX.XX

<u>Option 3</u>							
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX	\$XX.XX	XXXXX.XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX	\$XX.XX	XXXXX.XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX	\$XX.XX	XXXXX.XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX	\$XX.XX	XXXXX.XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX	\$XX.XX	XXXXX.XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX	\$XX.XX	XXXXX.XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX	\$XX.XX	XXXXX.XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX	\$XX.XX	XXXXX.XX
<u>Option 4</u>							
Doe, John	ABC Corp	Senior Nuclear Weapons Policy Instructor	3.3.2.1	No	XX	\$XX.XX	XXXXX.XX
		Deputy Site Lead - Albuquerque	3.3.1.1	Yes	XX	\$XX.XX	XXXXX.XX
King, Natalie	ABC Corp	CWMD-T Exercise Specialist	3.2.2.1	Yes	XX	\$XX.XX	XXXXX.XX
Osborne, Jack	ABC Corp	Administrative Assistants	3.3.7.1	No	XX	\$XX.XX	XXXXX.XX
Matthews, Sara	LMN Corp	Modeling and Simulation Engineer	3.6.6.1	Yes	XX	\$XX.XX	XXXXX.XX
Jones, Bill	PDW Inc.	Lead/Senior Instructor	3.3.3.1	No	XX	\$XX.XX	XXXXX.XX
Smith, Sam	PDW Inc.	Nuclear Weapons Curator	3.3.6.1	No	XX	\$XX.XX	XXXXX.XX
Jacobs, Jill	XYZ Inc.	Computer Systems IV&V Engineer	3.5.1	Yes	XX	\$XX.XX	XXXXX.XX

End of Section L

(End of Summary of Changes)